



**Embassy of the United States of America**  
Self-Help Office, P. O. Box 9536, Pretoria 0001  
Phone: (012) 431 4240 Fax: (012) 431 4086

## **U.S. Ambassador's Special Self-Help Program**

The U.S. Ambassador's Special Self-Help Program assists small grassroots, community-run projects in the local communities of South Africa. The goal of the Self-Help Program is to improve the basic economic and social conditions of the community or village. Each project must contribute some amount of money, labor, or other services to the project for which you are seeking Self-Help funding. The greater the involvement and contribution from the local community, the more likely the project will gain grant approval.

Examples of projects funded by the Self-Help Program include the building of care centers for disabled and orphaned children, children's day care centers, and preschools. Other projects that have been funded in the past include sewing, brick making, and other manufacturing and farming cooperatives. We have also contributed to community water and sanitation projects. United States law forbids the expenditure of Self-Help funds for religious purposes, or for projects that are normally the responsibility of the local government such as primary, secondary and tertiary institutions. We cannot contribute money to a building fund, nor can we pay for vehicles, computers, copiers, salaries, or other recurring costs. *Please read the guidelines carefully on the following sheet.*

Grants generally range between US \$5,000 and US \$10,000. After the US grant money is used, the project must be able to continue operating on its own or with help from the community. Please remember that we receive many applications and have only a limited amount of funds available. If your organization has a project that falls within the Self-Help Program guidelines, use the enclosed application to apply for a Self-Help grant and send it to the Self-Help office nearest you.

<b>Embassy, Pretoria</b>	<b>Cape Town</b>	<b>Durban</b>	<b>Johannesburg</b>
Community Grants U.S. Embassy <b>Location:</b> 877 Pretorius Street Arcadia 0083 <b>Postal Address:</b> P. O. Box. 9536 Pretoria 0001  <b>Contact Details:</b> Tel: (012) 431-4240/60 Fax: (012) 431-4086	Community Grants U.S. Consulate General <b>Location:</b> 2 Reddam Avenue Westlake 7945 <b>Postal Address:</b> Postnet Suite 50, Private Bag X26 Tokai, 7966  <b>Contact Details:</b> Tel: (021) 702-7387 Fax: (021) 702-7371	Community Grants U.S. Consulate General <b>Location/Postal:</b> 303 Dr Pixley kaSeme (West) Street, 30 Floor Old Mutual Centre Durban 4001  <b>Contact Details:</b> Tel: (031) 305-7600 Fax: (031) 305-7614	Community Grants U.S. Consulate General <b>Location:</b> 1 Sandton Drive Sandhurst <b>Postal Address:</b> P.O. Box 787197 Sandton 2146  <b>Contact Details:</b> Tel: (011) 290-3000 Fax: (011) 884-0238

**Completed applications are accepted throughout the year; however, in order to be considered for the upcoming fiscal year, you must submit your application materials by 1 February.**

## **U.S. Ambassador's Special Self-Help Program**

### **Self -Help Project Guidelines**

**There is no ideal Self-Help project. However, successful projects share similar features and generally meet each of the following criteria. Self-Help activities should:**

- Improve basic economic and social conditions at the local, community or village level.
- Be community driven. Projects should be oriented to communities, not individuals.
- Benefit a substantial number of people in the community.
- Involve a contribution of labor, money or materials by members of the local community.
- Be within the means of the local community to operate, maintain, and sustain.
- Lend themselves to quick implementation and impact, ideally utilizing the entire grant within the agreement period (one year or less).

**While it is not possible to list all restrictions, Self-Help funds may not be used for the following:**

- Ongoing administrative or operating costs, such as salaries or rent.
- Start up costs.
- Purchasing vehicles, computers and other office equipment, such as fax machines or copying machines.
- Religious, military or police activities.
- Activities that are generally considered to be the responsibility of the local government.
- Contributions to a large fund (such as a building fund).
- Remodeling or renovating an existing facility that is in disrepair.
- Art and cultural projects.
- Sports related activities.
- Projects that receive USAID funds or have already received a Self-Help grant.
- Refugees.
- Revolving loans or seed money.
- Pesticides, fungicides, and/or herbicides.
- Funding private businesses,
- NGOs.

**TO BE CONSIDERED FOR FUNDING, PROJECTS MUST COMPLETE THIS APPLICATION AND SUBMIT  
THE REQUESTED DOCUMENTS.**

**Application for Funding  
Embassy of the United States of America  
U.S. Ambassador's Special Self-Help Office**

**Date of Application:** \_\_\_\_\_

**Contact Information**

Name of Organization: \_\_\_\_\_

Name of Project Coordinator: \_\_\_\_\_

Telephone/ Cell (*very important*): \_\_\_\_\_ Fax: \_\_\_\_\_

Alternate contact person: \_\_\_\_\_

Position of alternate contact person: \_\_\_\_\_

Alternate contact person phone number: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address (*if any*): \_\_\_\_\_

**Location**

Postal Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Specific Physical Address: \_\_\_\_\_

\*\*\* please include a map to your location

Physical Address (town, village, township): \_\_\_\_\_

Province: \_\_\_\_\_ District: \_\_\_\_\_ Sub-District: \_\_\_\_\_

Nearest city/town: \_\_\_\_\_ Traveling time to your project from this city/town: \_\_\_\_\_ hours

**Project Description**

What month and year did your project or organization start? \_\_\_\_\_

Total number of people involved in your project: \_\_\_\_\_

Total number of people who will benefit from your project: \_\_\_\_\_

## Organizational and Community Description

Please describe the goals and current activities of your project: \_\_\_\_\_

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Please describe the history and background of your project: \_\_\_\_\_

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Please describe the community that your project serves (population, unemployment rates, infection rates, type of housing, etc.): \_\_\_\_\_

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Does your project generate any income? If so, how much? \_\_\_\_\_

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Is the Project in good financial standing? If not, please explain the issues affecting the Project (i.e. bad debts, creditors are threatening or undertaking legal action, prior misuse of funds or fraud claimed against Project and/or members). \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

If your project is a school:

How many students are at your school? \_\_\_\_\_

How many teachers work at your school? \_\_\_\_\_

How many teachers have received education training? \_\_\_\_\_

If teachers have received training, where did they receive it, and what level of training did they achieve?

\_\_\_\_\_

\_\_\_\_\_

How will a grant from the Self-Help program help your community? \_\_\_\_\_

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How will your project sustain its work after the end of the grant? \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Community Contributions

What has the community contributed to this project?

Cash contributions: \_\_\_\_\_

\_\_\_\_\_

Other community contributions: \_\_\_\_\_

\_\_\_\_\_

## Contributions from Other Donors

*What have other donors contributed to the project? Please check all that apply. Provide name of donor, amount, date and purpose of contribution. This may include amounts already given or promised. Continue on separate piece of paper if necessary.*

☐ Other donor: \_\_\_\_\_

☐ Other donor: \_\_\_\_\_

☐ Other donor: \_\_\_\_\_

## Project costs and timeframe

When would you start this project? \_\_\_\_\_

How long would it take to complete? \_\_\_\_\_

## Budget

Amount requested from the U.S. Ambassadors' Special Self-Help Program. **Total amount of budget should be less than R80,000.**

R \_\_\_\_\_ income generation projects

R \_\_\_\_\_ materials and equipment

R \_\_\_\_\_ other (please explain, in detail, below)

**Total: R \_\_\_\_\_ (should be less than R80,000)**

*\*\*\* Quotations from a vendor must be attached supporting these figures*

## Description of Funding Cost

In each requested category, please provide specific details:

Income generation projects: \_\_\_\_\_

Materials and equipment: \_\_\_\_\_

Other (please specify): \_\_\_\_\_

**For your application to be considered you must attach the following documents:**

- A detailed history of your organization and project stating what has been accomplished;
- A copy of your constitution;
- A list of committee members with their names and addresses;
- Certified copies of Project Coordinator and alternate responsible person's ID book;
- A map showing the location of your project from the nearest town;
- Details of all the project bank accounts, and COPIES of the most recent bank statements from each account . If your organization has had an audit, please include a copy of the audited financial statement;
- 2 references from community stakeholders/partners who are not formally part of your project or organization;
- Copies of quotations to support estimated project cost;
- Building plan if applicable; and
- Builder quotation and builder details if applicable (If you request funds for a building, please send documents showing proof of land ownership such as the title deed or other documentation).

**Please note that we do not return applications. Make a copy for your records.**

**By signing this report, I certify to the best of my knowledge and belief that the information is true, complete, and accurate.**

**Signature** \_\_\_\_\_ **Printed Name** \_\_\_\_\_

**PROJECT NAME** \_\_\_\_\_ **POSTAL CODE** \_\_\_\_\_

**Please send your complete application to the U.S. office closest to your project (see coverage area below):**

<b>Pretoria:</b> North of the N4 Highway (North West Gauteng and Mpumalanga provinces) and all of Limpopo	<b>Cape Town:</b> Western Cape, Northern Cape and Eastern Cape (West of the N6)	<b>Durban:</b> Kwa-Zulu Natal and Eastern Cape (East of the N6)	<b>Johannesburg:</b> South of the N4 highway (North West, Gauteng and Mpumalanga provinces), and all of the Free State
Community Grants U.S. Embassy  P. O. Box. 9536 Pretoria 0001	Community Grants U.S. Consulate General  Postnet Suite 50, Private Bag X26 Tokai, 7966	Community Grants U.S. Consulate General  303 Dr Pixley kaSeme (West) Street, 30 Floor Old Mutual Centre Durban 4001	Community Grants U.S. Consulate General  P.O. Box 787197 Sandton 2146